

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

March 5, 2002

SUBJECT: AUTOPSY NOTIFICATION TO INVESTIGATING OFFICER

PURPOSE: The thorough investigation of homicides and certain deaths requires that the investigating officer (I/O) attends the autopsy. During an autopsy, crucial information and evidence can be examined and discussed between the I/O and the deputy coroner. In the past, there have been instances when the coroner's office was unable to notify the I/O of a scheduled autopsy.

This Order establishes procedure to ensure that an I/O is properly notified of an autopsy requiring his/her attendance.

PROCEDURE: Generally, the coroner's office will notify the I/O of a scheduled autopsy. When the coroner's office is unable to reach an I/O, the coroner's office will notify the Department Command Post (DCP).

- I. INVESTIGATING OFFICER'S RESPONSIBILITY.** The investigating officer responsible for a homicide or death investigation shall ensure that the coroner's office is provided with a valid contact number(s) for autopsy notification.
- II. DEPARTMENT COMMAND POST RESPONSIBILITY.** When notified by the coroner's office of a scheduled autopsy, the DCP shall make the necessary notification to the I/O. When the DCP is unable to contact the I/O, the DCP shall notify a person in the I/O's chain of command (such notification shall begin with the I/O's officer in charge and progress upward until contact is made with a person in the I/O's chain of command).
- III. RESPONSIBILITY TO ATTEND AN AUTOPSY.** The I/O shall attend a scheduled autopsy when necessary to continue a thorough investigation. When notification is made to someone in the I/O's chain of command, that person shall ensure that the I/O, or an available alternate (when the I/O is unavailable), attends the autopsy.

AMENDMENTS: This Order amends Section 2/310.15 and adds Section 4/710.11 to the Department Manual.

March 5, 2002

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

BERNARD C. PARKS
Chief of Police

DISTRIBUTION "A"